

Recreation Sub-Element

Goals, Policies and Action Statements

Goal 6.1A Manage a Comprehensive Parks and Recreation Program which remains responsive to public need and delivers quality customer service.

Policy 6.1A.1 Provide consistently exceptional customer service in all Parks and Recreation program and facility offerings.

Action Statements

6.1A.1a Support implementation of the City's customer service philosophy through staff training, other supervisory policies and practices and specific Departmental philosophies and actions.

6.1A.1b Develop, modify or enhance programs and services based upon the findings of periodic needs assessments and satisfaction levels.

Policy 6.1A.2 Encourage active citizen involvement in development and provision of Parks and Recreation programs, facilities and services.

Action Statements

6.1A.2a Provide opportunities for public participation in planning the development of Parks and Recreation programs and services.

6.1A.2b Enhance the role of the Parks and Recreation and Arts Commissions as advisory bodies to the City Council by overseeing and promoting the advancement of Parks and Recreation in Sunnyvale through development of individual and citizen participation.

6.1A.2c Schedule Commission meetings at varying public locations to encourage citizen participation.

6.1A.2d Meet regularly with user and advisory groups to discuss and review policies and operations, making adjustments where appropriate.

6.1A.2e Provide meaningful opportunities for volunteer involvement in the provision of recreation programs and services and recognize their contributions.

Policy 6.1A.3 Develop, maintain and evaluate tools to measure quality of Parks and Recreation Department services, facilities, customer service and customer satisfaction.

Action Statements

- 6.1A.3a Conduct a comprehensive assessment of need and use related to Parks and Recreation programs, facilities and services at least every five years concurrent with updating of the recreation Sub-Element.
- 6.1A.3b Provide mechanisms that receive and respond to public comments on the quality, variety and effectiveness of recreation programs and services.
- 6.1A.3c Gather information about participation rates of individuals from different geographic areas of Sunnyvale in programs and at facilities, to determine if services are used equitably.

Policy 6.1A.4 Utilize multiple channels to disseminate information broadly regarding parks and recreation programs and services.

Action Statements

- 6.1A.4a Evaluate the effectiveness of the Activities Guide in reaching the community, as a marketing tool, and make adjustments to content, format and distribution as appropriate
- 6.1A.4b Evaluate and take action to improve the effectiveness of Parks and Recreation Department information channels in servicing customers with limited English language ability and of varying cultural backgrounds.
- 6.1A.4c Develop cooperative relationships and coalitions with community based organizations, such as neighborhood associations and cultural groups, to facilitate the exchange of information.

Goal 6.1B Develop partnerships with the private and public sector that enable the City to leverage resources and address issues on a coordinated and effective level.

Policy 6.1B.1 Maximize City, school, private industry, social service and other community resources through collaborative development and implementation of recreation programs and services.

Action Statements

- 6.1B.1a Expand cooperative opportunities with schools as a focal point for enhanced neighborhood services.
- 6.1B.1b Expand cooperative opportunities with private industry in the development and implementation of recreation programs.
- 6.1B.1c Work with other agencies and businesses in the provision of special events in roles including sole sponsor, co-sponsor, facilitator or regional participant thus involving a variety of people/organizations in the planning process.

- 6.1B.1d Expand cooperative opportunities with social service agencies in the provision of recreation services, which address a variety of human needs.
- 6.1B.1e Develop and expand inter-departmental partnerships which effectively address social issues relating to crime, safety, health, employment, families and overall quality of life.
- 6.1B.1f Work with other cities and public agencies to determine the appropriateness of providing specific programs and services to non-residents.
- 6.1B.1g Pursue volunteer recruitment through a variety of approaches and create new opportunities for volunteers in the provision of recreation services.
- 6.1B.1h Work in partnership with neighborhood associations in the provision of programs and services.
- 6.1B.1i Monitor and support private and residential recreation, which relieves demand for City services.

Policy 6.1B.2 Develop effective partnerships to address the complex needs of youth.

Action Statements

- 6.1B.2a Maintain and pursue cooperative opportunities with schools, private industry, public agencies and other organizations to work with youth.
- 6.1B.2b Develop models of successful elementary and junior high programs and work with the school districts to implement them.
- 6.1B.2c Pursue inter-departmental approaches to serving the needs of youth.
- 6.1B.2d Work with NOVA to administer the youth employment program during the school year.

Policy 6.1B.3 Foster and encourage partnerships with co-sponsored groups and outside funded groups in order to address the community's diverse recreational needs.

Action Statement

- 6.1B.3a Meet with co-sponsored groups and outside funded groups regularly to evaluate the effectiveness of working relationships and to make appropriate modifications to strengthen partnerships.
- 6.1B.3b Conduct Commission review of co-sponsorship and outside funded group policies on an annual basis and make recommendations to City Council.
- 6.1B.3c Conduct Commission review of co-sponsorship and outside funded group applications on an annual basis and make recommendations to City Council.

Goal 6.1C Develop and enhance the operation of the community recreation fund, maintaining sound financial strategies and practices that will enable the City to provide an array of recreation programs, facilities and services to a maximum number of citizens while minimizing the impact upon the General Fund.

Policy 6.1C.1 Strengthen the use of the Community Recreation Fund as a means to increase financial self-sufficiency and to decrease dependence upon the City's General Fund.

Action Statements

6.1C.1a Develop a model to decide on provisions of specific recreation programs, considering their viability within the Community Recreation Fund.

6.1C.1b Develop strategies to recoup an increased percentage of program costs, where appropriate, without limiting participation and taking into consideration the carrying capacity of facilities.

6.1C.1c Enhance the use of entrepreneurial strategies to identify and reach new markets for programs and services, and to strengthen relationships with existing markets.

Policy 6.1C.2 Identify revenue sources and, where possible, increase revenues, which can be allocated to recreation programming, facilities and services.

Action Statements

6.1C.2a Leverage available resources by pursuing co-funded and/or cooperative agreements for both expansion and maintenance of programs, facilities and services in order to maximize benefits to the community.

6.1C.2b Seek outside financial support from foundations or through gifts for facilities and program initiatives.

6.1C.2c Pursue lease and contractual arrangements to provide diverse opportunities, which are too specialized or expensive to otherwise provide.

6.1C.2d Evaluate the revenue impacts of non-resident use and participation, and implement appropriate strategies to maximize revenues without limiting Sunnyvale resident participation.

Policy 6.1C.3 Utilize available pricing and promotional tools in order to maximize participation and/or use related to programs, facilities and services, without jeopardizing the integrity and infrastructure of related facilities.

Action Statements

- 6.1C.3a Utilize market-based pricing in the establishment of fees, and continually evaluate the effectiveness of pricing strategies.
- 6.1C.3b Structure the pricing and enrollment system for class registration and facility reservation to give City residents advantage over non-residents, where feasible and appropriate.
- 6.1C.3c Offer and implement multi-use discount programs where feasible and appropriate.
- 6.1C.3d Strengthen the use of sound promotional strategies related to programs, facilities and services.
- 6.1C.3e Evaluate the use of current and emerging technologies as a means of encouraging and enabling participation.

Policy 6.1C.4 Provide a system to allow persons who are economically disadvantaged to participate and use programs, facilities and services.

Action Statements

- 6.1C.4a Evaluate the effectiveness of the fee waiver program and the criteria to determine eligibility and make appropriate adjustments.
- 6.1C.4b Provide pricing advantages to economically disadvantaged individuals for programs, facilities and services.
- 6.1C.4c Provide some program and facility use opportunities on a no-fee basis.

Goal 6.1D Provide opportunities for high quality leisure involvement, which promotes the physical and mental well being of the community and ensures equal opportunity for participation.

Policy 6.1D.1 Provide a balanced range of program choices to meet the diverse needs of the community.

Action Statements:

- 6.1D.1a Conduct regular assessments of customers' needs and satisfaction and tailor program offerings accordingly.
- 6.1D.1b Develop and implement assessment tools, which address the needs of underserved populations.
- 6.1D.1c Implement systems for monitoring and responding to changes in social conditions, legislation and other issues impacting service delivery.

- 6.1D.1d Develop and utilize ongoing evaluation systems for determining program modifications and/or continuation.
- 6.1D.1e Develop and implement programs, which highlight cultural practices and traditions reflective of a diverse community.
- 6.1D.1f Implement City Council's Special Events Calendar.
- 6.1D.1g Monitor the impact of non-resident participation in programs when making decisions on programming.
- 6.1D.1h Implement policies regarding use and pricing of programs and facilities for non-residents, with attention to the needs of various specific groups of non-residents.
- 6.1D.1i Develop and implement programs which provide constructive opportunities for fitness and well-being, healthy coping and stress management, creative expression, education, skill development, and personal enrichment.

Policy 6.1D.2 Implement program offerings to meet the needs of identified subgroups within the population.

Action Statements:

- 6.1D.2a Continue the provision and development of programs for individuals with disabilities.
- 6.1D.2b Meet or exceed requirements of the Americans with Disabilities Act, making programmatic adjustments where necessary, to provide equal access to programs, events and services.
- 6.1D.2c Provide balanced programming to fully address the needs, concerns, and interests of older adults.
- 6.1D.2d Provide programming which meets the needs of families and changing family structures, including single parents, two-income and economically disadvantaged families.
- 6.1D.2e Identify constraints to participation such as economics, time and location and explore alternative scheduling, locations and fee structures to address identified constraints.
- 6.1D.2f Identify the recreational needs of the business community and its employees and assess the role of the Parks and Recreation Department in addressing these needs.

Policy 6.1D.3 Provide recreation programs, which meet the complex needs of youth.

Cultural Element _____ **(6.1)**

Action Statements:

- 6.1D.3a Develop and implement programs for pre-school children, which address developmental needs for care and supervision, socialization and activity.
- 6.1D.3b Provide instructional and activity-related programs for child care providers, which will improve the quality of child care offered in the Sunnyvale community.
- 6.1D.3c Develop and implement programs for school-age and high school youth which address developmental needs for structure, role models, positive values, skill building, community involvement and socialization.
- 6.1D.3d Research and implement effective means of reaching and involving youth and teens in recreational and related activities.
- 6.1D.3e Develop and implement school enrichment programs which supplement curriculum offerings in elementary, middle, and high schools, as appropriate, and which can serve as models for City/School collaborations.
- 6.1D.3f Explore and implement the development of additional teen leadership opportunities in the community.

Goal 6.1E Provide and maintain recreation facilities based on community need, as well as on the ability of the City to finance, construct, maintain and operate these facilities now and in the future.

Policy 6.1E.1 Provide, maintain and operate recreation facilities such as swimming pools, tennis courts, golf courses, athletic fields, trails, parks, arts facilities, community centers and other specialized facilities in a safe, high quality, usable condition that will serve and meet the recreational needs of the community.

Action Statements:

- 6.1E.1a Conduct periodic needs assessments and evaluations of use patterns in order to provide recreation facilities which most effectively meet the community's needs.
- 6.1E.1b Adhere to a regular schedule of inspection and maintenance of facilities to assure that high standards of safety, quality and appearance are met in recreation facilities for both citizens and City staff.
- 6.1E.1c Plan and implement appropriate non-use times for open space and facilities, which will assure adequate maintenance and regeneration time.
- 6.1E.1d Explore ways of maximizing facility usage to most effectively meet the community's needs, considering such issues as function and hours of operation, along with maintenance requirements.

- 6.1E.1e Provide fair and equitable policies and procedures for the use of all parks and recreation facilities, which will take into account the impact of non-resident use.
- 6.1E.1f Work with school districts to explore the viability of using existing school facilities for community recreation activities.
- 6.1E.1g Provide a balance of facility offerings that allows opportunities for non-reserved, unstructured use.
- 6.1E.1h Work with other City departments such as Public Works and Public Safety to encourage the design, development and maintenance of public right-of-ways to promote recreational activities such as bicycling, jogging and walking in a safe and efficient manner.

Policy 6.1E.2 Provide recreation facilities that will accommodate and meet the needs and interests of special population groups.

Action Statements:

- 6.1E.2a Conduct ongoing needs assessments of special populations related to facilities in order to provide maximum accessibility.
- 6.1E.2b Comply with the requirements of the Americans with Disabilities Act in all new construction, and, wherever possible and/or required, in existing facilities.
- 6.1E.2c Continue operation of a Senior Multi-Purpose Center and explore options in 1997, when the current agreement for use of the facility will expire.

Policy 6.1E.3 Provide a broad range of facilities to meet the recreational needs of a diverse population.

Action Statements:

- 6.1E.3a Investigate need and financial feasibility related to expansion of the Sunnyvale Historical Museum.
- 6.1E.3b Explore feasibility of joint use of school facilities in the development and operation of specialized facilities.
- 6.1E.3c Study the need and feasibility of specialized recreation facilities based on community need and interest.

Library Sub-Element

Goals, Policies and Action Statements

Introduction

The Library Sub-Element establishes an integrated set of goals, policies and action statements that respond to the Community Conditions described in this document.

The library's goals, policies and action statements are based on the following assumptions:

1. The ultimate goal of the Sunnyvale Public Library is to provide a full service library, which will meet the needs of the community.
2. The Library will strive to provide physical facilities and conditions of use necessary to give convenient and effective service to residents.
3. The City of Sunnyvale supports the Library Bill of Rights, adopted by the American Library Association. (See Appendix).
4. The Sunnyvale Public Library will strive to provide a balanced collection of materials representing all points of view, and selected for their popularity and for their quality.
5. The Sunnyvale Public Library will work in cooperation with the California State Library and with neighboring libraries in the South Bay Area.
6. The Sunnyvale Public Library will monitor and evaluate its services in order to respond to the changing needs of the community.
7. The Sunnyvale Public Library will use current technology to make its services efficient and effective.
8. The Sunnyvale Public Library will recruit, train and retain the most competent personnel available.

Collection Development

Goal 6.2A Provide a balanced and current collection of library materials in a variety of formats to meet the informational, educational and recreational needs of residents.

Policy 6.2A.1 Give high priority to the development of the collection which supports reference services in order that timely, accurate and useful information may be provided to library users.

Action Statements

6.2A.1a Provide a reference collection that is current and geared to the information needs of the community.

6.2A.1b Provide business reference materials to meet the needs of local businesses.

6.2A.1c Provide resources and information to assist job seekers.

6.2A.1d Collect local government documents and publications and make them easily available to Library users.

Policy 6.2A.2 Give high priority to the collection of materials for young children, their parents, teachers and day care providers.

Action Statements

6.2A.2a Select multiple copies of most wanted titles for young children.

6.2A.2b Maintain an extensive collection of materials on child growth and development for the use of adults who work with children.

Policy 6.2A.3 Develop the Library's collection of popular materials.

Action Statements

6.2A.3a Provide multiple copies of titles that are in demand.

6.2A.3b Expand the number of paperback books available in the Library.

6.2A.3c Improve the selection of popular titles for young adults, including paperbacks, audio and video recordings.

6.2A.3d Develop the collection of video recordings.

6.2A.3e Provide large-print books and books on tape which serve all library users but are of particular value to older residents and the visually impaired.

6.2A.3f Develop the collection of musical and spoken recordings by adding materials in new media and phasing out obsolete formats.

6.2A.3g Select popular materials in a variety of languages reflective of the languages spoken in the community.

6.2A.3h Monitor the use of non-English language materials in the Library and monitor requests for languages not included in the collection in order to add, reduce or adjust collection sizes.

Policy 6.2A.4 Provide educational support for students at all instructional levels.

Action Statements

6.2A.4a Provide materials to supplement the curriculum materials provided by the schools.

6.2A.4b Monitor school curriculum changes and changes in courses offered for adult learners and modify the Library's collection accordingly.

6.2A.4c Work with school administrators and teachers to ensure the best use of limited public library resources.

6.2A.4d Provide books, pamphlets, magazines and audio-visual materials to assist new immigrants in learning to speak and read English.

6.2A.4e Provide materials on U.S. history and government at suitable reading levels to assist those who are studying for citizenship.

Policy 6.2A.5 Develop and maintain special collections of materials when appropriate to serve the needs of a significant number of community residents.

Action Statements

6.2A.5a Provide materials on California and local history to archive and preserve original materials relating to the history of Sunnyvale.

6.2A.5b Evaluate need for and use of the philatelic collection.

6.2A.5c Study and evaluate the use of the art print collection.

6.2A.5d Examine the needs of the community for specialized collections as the opportunities arise.

Policy 6.2A.6 Provide a library collection based on a foundation of books and printed materials and provide materials in other formats as appropriate.

Action Statements

6.2A.6a Adhere to the Library's collection development policy.

6.2A.6b Maintain a basic collection of literary classics, books with historical significance and titles that are of importance in the world of knowledge.

6.2A.6c Select materials of high literary and artistic quality in all formats and provide audio and video recordings of lasting value and significant merit.

6.2A.6d Coordinate collection development with South Bay Cooperative Library System member libraries to avoid duplication of specialized and expensive materials of interest to a limited number of users.

Policy 6.2A.7 Develop a new standard for the size of the Library's book collection.

Action Statements

6.2A.7a Develop new procedures for determining the total size of the library collection, including the number and types of material in the collection.

6.2A.7b Study changes in the publishing output and library use statistics in relation to the Library's priorities for service and existing resources to devise a formula for the optimum collection size, incorporate the results of this study in the Library collection development policy.

6.2A.7c Review the existing program budget structures and submit proposed modifications to reflect changes in the standard for collection size.

Policy 6.2A.8 Evaluate library use at regular intervals in order to identify strengths and weaknesses of services and collections.

Action Statements

6.2A.8a Conduct library use measures at least once a year.

6.2A.8b Use the results of library use measures to modify library policies and procedures and thereby improve library service to the community.

6.2A.8c Monitor resident and non-resident use of the Sunnyvale Library to ensure that resources are allocated to serve the needs of residents and that non-resident use does not have a negative effect on services to Sunnyvale residents.

Facilities

Goal 6.2B Maintain library facilities that are accessible and of adequate size to serve community residents.

Policy 6.2B.1 Study the space needs of the Library as the population grows and recommend the most appropriate configuration for services and facilities to meet changing needs.

Action Statements

6.2B.1a Maintain a full-service Main Library.

6.2B.1b Conduct a study of space needs in the Main Library.

6.2B.1c Provide a variety of areas in the Main Library to permit individual and group study, browsing and comfortable seating for recreational reading.

6.2B.1d Explore the possibility of providing an area in the Main Library for the enjoyment of audio and video recordings.

6.2B.1e Study the space needs of the Patent Information Clearinghouse as the Patent Depository Library goes paperless, facilitate the reintegration of patent services into the Main Library reference services.

Policy 6.2B.2 Continue to provide library hours of service that are convenient to the majority of community residents within the resources available.

Action Statements

6.2B.2a Monitor changing community needs and patterns of library use and adjust hours as indicated.

6.2B.2b Provide stable hours of service with few changes in order to maintain a uniform and easy to remember pattern.

Policy 6.2B.3 Provide convenient access to library materials.

Action Statements

6.2B.3a Provide state-of-the-art on-line automated catalog for patron use.

6.2B.3b Provide dial-up access to the Library's online catalog.

6.2B.3c Arrange and display materials so that they are easily accessible to all readers, including those with limited mobility.

Policy 6.2B.4 Provide outreach services to residents who cannot travel to the Main Library.

Action Statements

6.2B.4a Analyze Bookmobile use to determine its effectiveness in serving residents whom cannot travel to the Main Library.

6.2B.4b Provide library service to shut-ins by the most efficient means available.

6.2B.4c Explore alternatives, which are cost effective and comprehensive in approach for the provision of outreach services.

Policy 6.2B.5 Cooperate with other libraries to provide access for Sunnyvale residents to the total library resources of the area.

Action Statements

6.2B.5a Maintain and contribute to the database, which contains the holdings of the South Bay Cooperative Library System members.

6.2B.5b Participate in the State-funded daily delivery of materials between South Bay member libraries to facilitate the exchange of print materials and media.

6.2B.5c Participate in the State's universal borrowing program, which enables Sunnyvale residents to use freely the resources of participating public libraries in California.

Policy 6.2B.6 Ensure that lending procedures permit most library materials to be used away from the Library.

6.2B.6a Maintain liberal and flexible conditions of use, placing limits on the number of items borrowed only when absolutely necessary.

6.2B.6b Recommend a schedule of fines for the purpose of deterring loss and encouraging the return of materials.

6.2B.6c Make as many materials as possible available for use outside the Library.

Policy 6.2B.7 Organize and present materials to make it as easy as possible for library users to find what they need.

Action Statements

6.2B.7a Place materials on open shelves so that, users may serve themselves except where the security of materials is a consideration.

- 6.2B.7b Adhere to nationally adopted classification and cataloging procedures.
- 6.2B.7c Provide for fast and accurate re-shelving of materials to their proper locations for maximum use and convenience to users.
- 6.2B.7d Provide clear readable directional signs, shelf labels and standardize markings on individual item for easy use.
- 6.2B.7e Review the need to provide signs in languages other than English.

Services and Programs

Goal 6.2C Provide library services to help all community residents find and use the information they need to pursue their individual interests and goals.

Policy 6.2C.1 Maintain the quality of reference service by assisting users to find desired materials and information.

Action Statements

- 6.2C.1a Develop staff expertise in providing business and job-related information.
- 6.2C.1 Maintain the Patent Information Clearinghouse services as a financially self-supported function.
- 6.2C.1c Encourage self-sufficiency in research by providing instruction in the use of the Library's resources.
- 6.2C.1d Answer questions quickly and accurately; achieve a high proportion of reference questions successfully completed on the same day that the question is asked.
- 6.2C.1e Study the feasibility of providing in-depth online database searches on a cost-recovery basis.
- 6.2C.1f Improve the Library's reference resources through the use of area and statewide reference referral networks.
- 6.2C.1g Provide seminars about patent and trademark laws and practice.

Policy 6.2C.2 Promote life-long use of the Library through services to young children.

Action Statements

6.2C.2a Provide programs, for children, which foster the development of and interest in reading and literature.

6.2C.2b Present programs and services for parents to assist them in using literature and audio-visual materials to enrich the lives of their children.

6.2C.2c Explore means of enhancing educational opportunities in day care centers by providing guidance for caregivers in collecting stories and in planning activities.

Policy 6.2C.3 Promote the use of popular materials in the Library collection.

Action Statements

6.2C.3a Encourage Library users to browse by creating attractive display areas.

6.2C.3b Provide booklists and other printed materials to assist Library users in reading or researching topics of current interest.

6.2C.3c Present programs, booktalks and speakers in the Library and to community groups to encourage reading and other cultural and intellectual pursuits.

6.2C.3d When titles are not available at the time of a person's request, find ways to supply them within a short period of time.

6.2C.3e Provide staff who are skilled in helping readers select materials suited to their individual interests and abilities.

Policy 6.2C.4 Assist students of all ages in meeting their educational objectives.

Action Statements

6.2C.4a Explore ways to improve library service in the public schools in Sunnyvale through cooperative ventures.

6.2C.4b Promote visits to the Library by school classes and encourage teachers to invite Library staff to visit the schools.

6.2C.4c Monitor and pursue grants from state and federal agencies for school and public library cooperation.

6.2C.4d Serve as a clearinghouse for information on adult education classes available in the community.

Policy 6.2C.5 Support the information and research needs of the City Council and the City staff.

Action Statement

6.2C.5a Provide reference and research assistance to the City Council and to City department staff working on research projects and special assignments.

Policy 6.2C.6 Promote literacy in the community.

Action Statements

6.2C.6a Provide books, materials and guidance for beginning readers of all ages.

6.2C.6b Cooperate with other agencies engaged in promoting literacy.

6.2C.6c Study the need for a library-sponsored literacy program.

Policy 6.2C.7 Develop broad community awareness of the Library so that the City may provide library services to all residents.

Action Statements

6.2C.7a Identify groups within the community who do not use the Library. Study their needs for information and library services and propose viable strategies for developing library use.

6.2C.7b Seek assistance of community agencies to increase public awareness of library resources.

6.2C.7c Market to all potential users, specialized services that are provided on a cost-recovery basis such as copies of patents and patent database searches.

6.2C.7d Explore the possibility of using cable TV to present programs informing residents about the Library and its services.

Policy 6.2C.8 Employ the abilities of staff and of community members to enhance library services to residents of Sunnyvale.

Action Statements

6.2C.8a Encourage staff development to meet changing needs of the community and to keep current with developing technologies.

6.2C.8b Participate in the City Volunteer program to provide individuals with opportunities to serve the City and to enhance library services to the public.

6.2C.8c Support Library Board efforts to promote community awareness of library services and to receive input from residents on library services.

6.2C.8d Cooperate with such organizations as the Friends of the Sunnyvale Public Library in their efforts to support and promote library services.

6.2C.8e Continue to seek input from citizens through use of written feedback, surveys and special interest groups.

New Technologies

Goal 6.2D Develop and maintain state-of-the-art delivery of library services to residents.

Policy 6.2D.1 Provide up-to-date reference information to library users in the most useful and cost-effective formats.

Action Statement

6.2D.1a Monitor the development of electronic indexes, on-line reference materials, interactive compact discs and other computerized resources and implement those, which will serve the information needs of the greatest number of people.

Policy 6.2D.2 Explore new technologies to improve the delivery of library services both in the Library and by remote means, implement those that will service community needs in a cost-effective manner.

Action Statements

6.2D.2a Establish fee schedules for supplementary and specialized services such as in-depth on-line database searches and document delivery including facsimile transmission.

6.2D.2b Monitor the development of interactive technology through which library users can receive library services in the home or workplace.

Policy 6.2D.3 Develop fully the existing automated system to achieve maximum use of staff and library resources.

Action Statements

6.2D.3a Provide an automated acquisitions function that will interface with the existing system and make the ordering, receiving and processing of materials more efficient.

6.2D.3b Analyze the statistical data provided by the integrated system to obtain a clear picture of library use and to improve the collection and services.

6.2D.3c Cooperate with the library's software vendor to develop further capabilities of the existing system.

6.2D.3d Explore the potential for resource sharing and cost savings among libraries by use of compatible automated systems.

Policy 6.2D.4 Monitor trends and developments in library services and information science.

Action Statements

6.2D.4a Maintain staff participation in professional organizations so that the Library may keep abreast of services provided by other libraries.

6.2D.4b Encourage staff participation in professional development activities where staff may evaluate new equipment and processes.

Heritage Preservation Sub-Element

Goals, Policies and Action Statements

Goal 6.3A To promote knowledge of and appreciation for Sunnyvale's heritage and to encourage broad community participation in heritage programs and projects.

Policy 6.3A.1 Provide information on Sunnyvale's heritage to schools, civic groups, neighborhood organizations, business organizations and other established organizations.

Action Statements

6.3A.1a Consider development of partnerships with the Sunnyvale Historical Society and other interested organizations and individuals to prepare a plan for a comprehensive multi-media informational resource package on Sunnyvale's heritage resources and programs.

6.3A.1b Use informational materials provided by other sources, such as the Sunnyvale Historical Society and the Sunnyvale Historical Museum.

6.3A.1c Seek out funding sources to develop multi-media presentation resources.

6.3A.1d Publish and distribute written materials.

6.3A.1e Provide copies of all materials, including materials and information developed as a result of historical research, to the library for the Sunnyvale historical archive.

6.3A.1f Consider making presentations on Sunnyvale's heritage preservation resources and programs to school boards and to school classes and/or make materials available to teachers.

6.3A.1g Consider making presentations on Sunnyvale's heritage preservation resources and programs to organizations such as the Chamber of Commerce and groups such as Murphy Avenue business owners, as well as to interested neighborhood and community groups.

6.3A.1h Mail monthly meeting agendas and announcements of heritage preservation events to interested organizations and individuals.

Policy 6.3A.2 Develop and expand cooperative working relationships with schools, civic groups, neighborhood organizations, business organizations and other established organizations to share in the promotion of heritage programs and projects.

Action Statements

6.3A.2a Provide training to assist Heritage Preservation Commissioners who wish to make presentations to other local government agencies and private organizations about Sunnyvale's heritage preservation resources and programs.

6.3A.2b Encourage Heritage Preservation Commissioners to act as liaisons to other organizations such as the Sunnyvale Historical Society, in order to maintain current and effective communication and maximize the benefits of mutual cooperation.

Policy 6.3A.3 Promote the understanding that heritage preservation enhances property values and provides financial and economic benefits to property owners, neighbors and the City.

Action Statements

6.3A.3a Collect information on the economic development and vitality of Murphy Avenue.

6.3A.3b Research and document the link between preservation and enhanced property values and/or economic development.

6.3A.3c Integrate economic benefit information with other information provided in presentations and written materials.

Policy 6.3A.4 Consider development of a comprehensive outreach program to encourage involvement of a broad spectrum of the community in heritage preservation issues and projects.

Action Statements

6.3A.4a If demographic changes indicate the need to do so, consider development of multi-lingual informational materials for distribution.

6.3A.4b Develop ongoing relationships with the local press to maximize publicity opportunities for heritage preservation programs and projects.

6.3A.4c Use the community access channel to publicize programs and events.

Policy 6.3A.5 Provide helpful and efficient customer service to persons interested in heritage resources.

Action Statements

6.3A.5a Maintain current data on heritage resources.

6.3A.5b Provide written materials on heritage resource regulations, procedures, projects and programs for distribution.

6.3A.5c Maintain public records related to heritage preservation in an organized, systematic manner.

6.3A.5d Provide a California and local history collection that meets the needs of historical research and is archival in scope for Sunnyvale and the Santa Clara Valley. (Same as Library Sub-Element 6.2C.3d.)

6.3A.5e Work with the Sunnyvale Historical Society in studying the feasibility of establishing a Sunnyvale Historical Archive Collection. (Same as Library Sub-Element 6.2C.3e.)

Policy 6.3A.6 Keep all informational materials, whether written, visual or graphic, as current as possible.

Action Statements

6.3A.6a Update the Cultural Resources list each time there has been a change in the properties listed on the Cultural Resources Inventory.

6.3A.6b Revise and republish the Cultural Resources Inventory every five-years, or as needed.

6.3A.6c Revise and republish the Murphy Avenue Design Guidelines every ten-years, or as needed.

6.3A.6d Review the Heritage Preservation Sub-Element periodically to determine if it should be updated.

6.3A.6e Consider republication of the book Images.

6.3A.6f. Acknowledge and use all appropriate resources, including oral traditions, when developing informational materials.

Policy 6.3A.7 Ensure that appropriate and effective public notification and access are provided for all heritage preservation commission activities and all heritage preservation programs and projects.

Goal 6.3B. To enhance, preserve and protect Sunnyvale's heritage, including natural features, the built environment and significant artifacts

Policy 6.3B.1 Preserve existing landmarks and cultural resources and their environmental settings.

Action Statements

6.3B.1a Continue to monitor and review development on Murphy Avenue, to preserve its heritage resources and encourage the maintenance of an environment that attracts both visitors and local residents, thereby encouraging Murphy Avenue's ongoing commercial vitality.

6.3B.1b Use the review process to encourage the development and maintenance of appropriate settings and environments for heritage structures, to the greatest degree feasible.

6.3B.1c Protect the architectural and spatial development characteristics of cultural resource streetscapes, to the greatest degree feasible.

6.3B.1d Encourage ongoing maintenance and appropriate use of heritage properties.

6.3B.1e Consider instituting a "Partners" program for older neighborhoods containing a number of cultural resource structures where there is evidence that structures in the neighborhood may be deteriorating due to poor maintenance and lack of repairs.

Policy 6.3B.2 Provide owners of heritage resource properties with information on the various tax and other financial benefits that may be available to them and, when needed, assist them with applying for these benefits.

Action Statements

6.3B.2a Identify all potential tax and other financial incentives to encourage the preservation and proper maintenance of heritage properties and keep this information current.

6.3B.2b Prepare and distribute a mailer on financial incentives to owners of heritage resource properties.

6.3B.2c Provide financial incentives information to potential owners and those inquiring about renovating their properties.

6.3B.2d If needed, assist owners in preparing required historic documentation.

6.3B.2e At owner's request, consider Mills Act contracts with owners of residential landmark properties.

Policy 6.3B.3 Enhance the visual character of the City by preserving diverse as well as harmonious architectural styles, reflecting various phases of the City's historical development and the cultural traditions of past and present residents.

Action Statements

6.3B.3a Identify architectural features and styles which are of historical, architectural or cultural interest and encourage the preservation of these features and styles whenever possible, even when a building or streetscape has not been specifically designated as a heritage resource. The Citywide Design Guidelines and the design review process can be used to support this approach.

6.3B.3b When new residents wish to make changes that will affect the architectural character of older homes, which have distinctive architectural features or style encourage them to retain the most significant architectural features.

Policy 6.3B.4 Identify and work to resolve conflicts between the preservation of heritage resources and alternative land uses.

Action Statements

- 6.3B.4a When proposals are received which could involve removal of heritage resources or significantly affect such resources or their environments, including cultural resources streetscapes, such proposals should be reviewed by a heritage resources committee, composed of staff from various divisions of the Community Development Department, to ensure that decisions that are made consider all significant factors. The committee should seek the advice of the Heritage Preservation Commission when appropriate.
- 6.3B.4b Consider providing more flexibility in the zoning code to provide for adaptive reuse of heritage structures when existing uses are not economically feasible and alternative uses would not be allowed under existing zoning regulations.

Policy 6.3B.5 Seek out, catalog and evaluate heritage resources which may be significant.

Action Statements

- 6.3B.5a Conduct surveys of older residential neighborhoods and those containing homes built by well known architects and/or containing homes of a distinctive design to determine if such homes and streetscapes should be considered for inclusion in the Cultural Resources Inventory.
- 6.3B.5b Identify structures or other resources which are now designated as "cultural resources" but which have qualities that may make them eligible for landmark status.
- 6.3B.5c Identify trees, sites and artifacts, which should be considered for cultural resource status.
- 6.3B.5d Where it has been determined that a structure, streetscape or other heritage resource should be considered for designation as a cultural resource or as a landmark, institute the process to designate them accordingly.

Policy 6.3B.6 Whenever a local landmark may have qualities that might make it eligible for a State or National Landmark status, encourage the owner of the landmark to apply for that status and actively assist with the application process.

Policy 6.3B.7 Encourage a commercially strategic mix of uses on Murphy Avenue.

Action Statements

- 6.3B.7a Consider the current use pattern to determine if the use mix is in balance or whether more diversity is needed.
- 6.3B.7b Solicit and encourage a commercially desirable mix of uses.

- Policy 6.3B.8 Maintain current information on all State and Federal programs, projects, policies and funding sources which could affect or enhance Sunnyvale's heritage programs.
- Policy 6.3B.9 Maintain the heritage preservation ordinance and its regulations and procedures as part of the Sunnyvale Municipal Code, making minor modifications as necessary but keeping its principle functions intact, including the maintenance of the Heritage Preservation Commission's roles and functions.
- Policy 6.3B.10 Archeological resources should be preserved whenever possible.

Action Statement

6.3B.10a Whenever construction is proposed in an area which may contain archeological resources, a condition of approval for the project should provide that construction should cease and a qualified archeologist be called in the event that evidence of archeological resources is found.

- Policy 6.3B.11 Provide a qualified Heritage Preservation Commission whose members have the skills and expertise needed to perform their roles properly.

Action Statements

6.3B.11.a Actively recruit individuals with the desired qualifications and expertise to serve on the Heritage Preservation Commission.

6.3B.11.b Encourage Commissioners to attend relevant workshops, seminars and conferences.

Arts Sub-Element

Goals, Policies and Action Statements

Goal A Ensure the financial viability of arts programming, services and facilities in Sunnyvale through partnerships with the private and public sector that enable the city to leverage resources while maintaining high standards of customer service.

Policy A.1 Maximize City, school, private industry, social service, and arts-related resources through collaborative development and implementation of arts programs, services and facilities with a strong focus on customer service.

Action Statements

A.1.a Seek sponsorships for arts programming and special events.

A.1.b Expand partnerships with school districts to enhance arts education and enrichment programs for all youth.

A.1.c Work in partnership with neighborhood associations and other community organizations in the provision of community arts programs and services.

A.1.d Explore partnerships with other arts related agencies to further regional support for the Arts.

A.1.e Explore partnership opportunities with private business and industry to enrich the Arts in the business environment as well as in the broader community.

A.1.f Explore partnership opportunities to provide or facilitate multi-cultural celebrations.

A.1.g Explore opportunities to partner with the Sunnyvale Library to provide multicultural and arts related programs and services including literature and poetry readings.

A.1.h Work with the Economic Development Division to identify the economic benefits of the Arts to the Sunnyvale community.

Policy A.2 Encourage active citizen involvement in development and provision of arts programs, facilities, and services.

Action Statements

- A.2.a Annually establish actions in the Arts Commission's work plan to enhance its role as an advisory body to the City Council in actively overseeing and promoting the advancement of the Arts.
- A.2.b Annually establish actions in the Arts Commission's work plan to enhance its role in promoting the education of citizens and citizens' groups as to the needs, opportunities and potentials of arts programs, facilities and services throughout the community.
- A.2.c Develop and utilize arts steering committees, teen and other community advisory committees and focus groups, as appropriate, to evaluate community needs for arts programming, facilities and services.
- A.2.d Provide meaningful opportunities and training for volunteer involvement in the provision of arts programs, facilities and services, and recognize their contributions in a variety of ways.
- A.2.e Conduct a comprehensive assessment of needs and use of programs, facilities and services in conjunction with the needs assessment related to the updating of the Recreation and Arts Sub-Elements.
- A.2.f Provide mechanisms to solicit, receive and respond to public comments on the quality, variety and effectiveness of and customer satisfaction with arts programs, facilities and services in conjunction with budget performance measures.
- A.2.g Increase outreach to establish partnerships and increase communication between the City and multi-cultural groups within the community.
- Policy A.3 Encourage a supportive environment that is receptive to the Arts and welcomes the presence of Art, resident performing arts companies, art services, performances, artists and performers in the community.

Action Statements

- A.3.a Continue Co-sponsorship of arts-related non-profit groups to the degree financially feasible and provide opportunities for new arts groups to become co-sponsored.
- A.3.b Evaluate availability of rehearsal, performance and studio space for local artists and multi-cultural events and consider ways the City can facilitate that provision.
- A.3.c Provide a distribution/referral/publicity center for local arts groups to publicize their activities, services and performances.
- A.3.d Evaluate potential barriers to attracting and retaining arts related groups and ventures in the City.

A.3.e Explore ways to communicate the City's receptivity to the Arts and arts-related ventures in the community.

Policy A.4 Further a sense of community identity through the promotion of the Arts.

Action Statements

A.4.a Work with community groups to identify appropriate sites to create art projects such as community murals in public settings including City and school facilities and open spaces, consistent with financial constraints and priorities of the City.

A.4.b Develop and implement processes for community involvement in selecting artists for City-commissioned artwork.

A.4.c Explore with Arts Commission and Planning Commission ways to encourage continuation of a sense of community identity through the Arts.

A.4.d Encourage use of art landmarks and references in publications about the City.

A.4.e Evaluate and consider implementing arts and multi-cultural events, such as the Hands on the Arts Festival, as a way to develop community identity.

A.4.f Explore with the Economic Development Division and Sunnyvale Chamber of Commerce ways and means for art programs and services to be used in attracting and retaining business and industry.

A.4.g Identify opportunities for the City to assume an advocacy and leadership role on behalf of the need for and benefits of the Arts and arts funding at the local, regional, state and federal levels.

Goal B Promote the physical and mental well being of the community and ensure equal opportunity for participation by providing opportunities within given resources and exercising strong customer service for high quality involvement - both passive and active - in arts programs and services.

Policy B.1 Provide balanced performing and visual arts programs and services within given resources, meeting high customer service standards and addressing the needs and interests of a culturally diverse community.

Action Statements

B.1.a Provide a balanced array of opportunities for both passive and active participation in arts programs and services including; dance, drama, music, literary and visual arts.

- B.1.b Within given resources, continue to provide exhibition opportunities featuring local artists showing a variety of art styles and mediums.
- B.1.c Consider development of an annual exhibit to showcase arts instructors' talents.
- B.1.d Develop, modify, enhance or reduce programs and services based upon the findings of periodic market surveys, trends in the Arts, needs assessments and customer feedback.
- B.1.e Explore access to KSUN and/or other government access television stations to include arts programming and participation opportunities.
- B.1.f Actively seek ways to ensure that programming of the visual, musical, literary and performing arts reflect community diversity.
- Policy B.2 Implement art program offerings within given resources and meeting high standards of customer service to meet the needs of identified groups within the population recognizing the rich cultural diversity of the community.

Action Statements

- B.2.a Continue offering arts classes tailored for Older Adults utilizing the Multi-Purpose Senior Center as well as encouraging intergenerational activities.
- B.2.b Continue to provide and develop arts programs for individuals with disabilities.
- B.2.c Meet or exceed requirements of the Americans with Disabilities Act, making programmatic adjustments where necessary, to provide equal access to arts programs, events and services.
- B.2.d Take into account family and school schedules, supervision needs and availability of transportation when planning arts programs and classes.
- B.2.e Evaluate a decentralized approach to offering arts programs and services, using the Columbia Neighborhood Service Center as a model.
- Policy B.3 Promote awareness, understanding and communication among different cultures and identified groups within the community through the use of the Arts.

Action Statements

- B.3.a Provide opportunities for exposure to and participation in art programs representative of an array of cultures.

B.3.b Focus on the commonalities of art in differing cultures when offering programs and services.

B.3.c Identify cultural groups in the community and explore ways to facilitate and build partnerships for the provision of culturally diverse arts-related programs.

Goal C Positively impact the development of youth by providing a strong foundation in the arts which can serve as intervention and prevention through opportunities for high quality involvement - both passive and active - in arts programs and services within given resources.

Policy C.1 Develop and implement, within available resources, art programs and services that positively impact youth development through reduction of unsupervised time, so as to minimize and deter future high risk behavior.

Action Statements

C.1.a Continue and seek partnerships with local school districts to offer after-school programming with a strong focus on the Arts.

C.1.b Explore the City's role in providing or facilitating instrumental music instruction for elementary and middle school age children.

C.1.c Consider and implement arts and enrichment programs for elementary, middle and high school youth which address developmental needs for structure, creativity, role models, positive values, skill building, community involvement and socialization and which supplement curriculum offerings.

C.1.d Consider an art component to the program offerings at the new Columbia Neighborhood Service Center.

C.1.e Explore with Public Safety ways that art can be used as an intervention for at risk youth and other youth becoming involved in the criminal justice system.

C.1.f Provide children with performing arts experiences, which develop long-term appreciation of the Arts and encourage future audience participation.

Goal D Maintain sound financial strategies and practices that will enable the City to provide a comprehensive arts program to a maximum number of citizens while supporting the concept and objectives of the community recreation enterprise fund.

Policy D.1 Support the concept and objectives of the Community Recreation Fund as a means to increase self-sufficiency of arts programs and services while reducing reliance on the City's General Fund.

Action Statements

- D.1.a Enhance the use of entrepreneurial strategies to strengthen the Position of the Arts in the community and identify and reach new markets for arts programs and services.
- D.1.b Explore establishment of a non-profit supportive "friends" organization that can raise funds and solicit resources on behalf of arts programming and services, consistent with the City Council's goals and policies.
- Policy D.2 Identify additional non-General Fund revenue sources and, where possible, increase revenues from arts programs, services and facilities without jeopardizing the integrity and infrastructure of related facilities and with a commitment to providing excellent customer service.

Action Statements

- D.2.a Leverage available resources by pursuing co-funded and/or cooperative agreements for both expansion and maintenance of arts programs, facilities and services, in order to maximize benefits to the community.
- D.2.b Seek outside financial support from foundations or through gifts for facilities and program initiatives, where the cost of obtaining and maintaining the grant does not negate its value.
- D.2.c Explore potential sponsors for expanded Concerts in the Park Program and Downtown Concert Series.
- D.2.d Explore potential partners for ongoing support of after school programs, such as the Sunnyvale YES! Express.
- D.2.e Explore additional partnerships and/or funding sources for the Sunnyvale Creative Arts Center Gallery.
- Policy D.3 Utilize available pricing and promotional tools in order to maximize participation and/or use related to arts programs, facilities and services, without jeopardizing the integrity and infrastructure of related facilities.

Action Statements

- D.3.a Utilize market-based pricing in the establishment of arts-related fees, and continually evaluate the effectiveness of pricing strategies.
- D.3.b Continue to use sound promotional strategies related to arts programs, facilities and services.
- D.3.c Evaluate the use of current and emerging technologies as a means of encouraging and enabling participation.

D.3.d Continue support of the City's philosophy to be a customer driven organization through staff training and other supervisory policies and practices.

Goal E Create an aesthetically pleasing environment for Sunnyvale through use of functional and decorative art.

Policy E.1 Encourage alternative funding sources, funding strategies and incentives to provide and encourage the provision of art in public and private development.

Action Statements

E.1.a Explore cost effective alternatives to incorporate art into development projects, including the use of functional art.

E.1.b Explore potential private sector funding for Art in Public Places.

E.1.c Consider review of existing code requirements for Artwork in Private Developments for effectiveness and compatibility with City goals and modify as appropriate, looking at incentive-based alternatives to requirements.

E.1.d Explore a process to work with Public Works and Community Development Departments on development projects, so that an integrated art component is recognized as a goal early in the planning process where financially feasible.

Policy E.2 Provide and encourage the incorporation of art - both functional and decorative - in public and private development.

Action Statements

E.2.a As non-general fund resources allow, develop a new Master Plan for Public Art.

E.2.b Look for opportunities to participate in County, and/or regional projects to incorporate art, such as with the planning of the station design for the Tasman Light Rail Project.

E.2.c Work with Department of Public Works to include public art components as part of Interpretive Signage Project at SMaRT Station/WPCP Complex.

E.2.d Identify and consider opportunities for art components to parks development and/or redevelopment projects, such as at Baylands Park.

E.2.e Identify appropriate sites for placement and inclusion of public art, with an eye to visible sites on publicly owned property with an even geographic distribution, such as neighborhood centers, parks and special use facilities.

Goal F Provide and maintain arts facilities based on community need and the city's ability to finance, construct, maintain, and operate them.

Policy F.1 Provide, maintain, and operate arts facilities within financial constraints such as the Community Center Theatre, Creative Arts Center, artists' studios, gallery and public art collection in a safe, clean and usable condition with attention to customer satisfaction.

Action Statements

F.1.a Conduct periodic surveys and evaluations of use patterns and customer satisfaction in order to provide arts facilities, which most effectively meet the community's needs.

F.1.b Adhere to a regular schedule of inspection and maintenance of facilities to ensure that high standards of safety, quality, appearance, comfort and customer satisfaction are met in arts facilities for both citizens and City staff.

F.1.c Plan and implement appropriate non-use times for arts facilities, which will ensure adequate maintenance time.

F.1.d Conduct ongoing surveys of special populations related to facilities in order to provide maximum accessibility.

F.1.e Evaluate opportunities to utilize regional arts facilities and resources.